

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, March 26, 2014 12:24 PM
To: Donahue, Linda
Subject: RE: In-House Records Destruction Request

Hi Linda,

Looks good. The records schedules have changed and 036a(1)(b) is now EPA 1004d. If you would like, you can just hand update it in the top right-hand box. Everything else looks good. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Donahue, Linda
Sent: Wednesday, March 26, 2014 10:00 AM
To: Aoyama, Joyce
Subject: In-House Records Destruction Request

Hi Joyce,

I'd like permission to destroy some Purchase Cards Records dated 2010 and prior. I've attached the request form. Once approved and the records have been destroyed/shredded, I'll send you the final signed form.

Thanks,

Linda Donahue
U.S.E.P.A. - Region 10 Laboratory
7411 Beach Drive E.
Port Orchard, WA 98366
(360) 871-8765